



Development, Validation, Implementation and
Enhancement of a Voluntary Protection Programs
Center of Excellence (VPP CX) Capability for
Department of Defense (DoD)

Voluntary Protection Programs (VPP) 101



DoD Lead Agent:
Office of the
Assistant
Secretary of the
Army
(Installations and
Environment)

Department of Defense
Voluntary Protection
Programs Center of
Excellence

Operated by:
CTC  *Concurrent
Technologies
Corporation*



Objectives

After this training you will be able to:

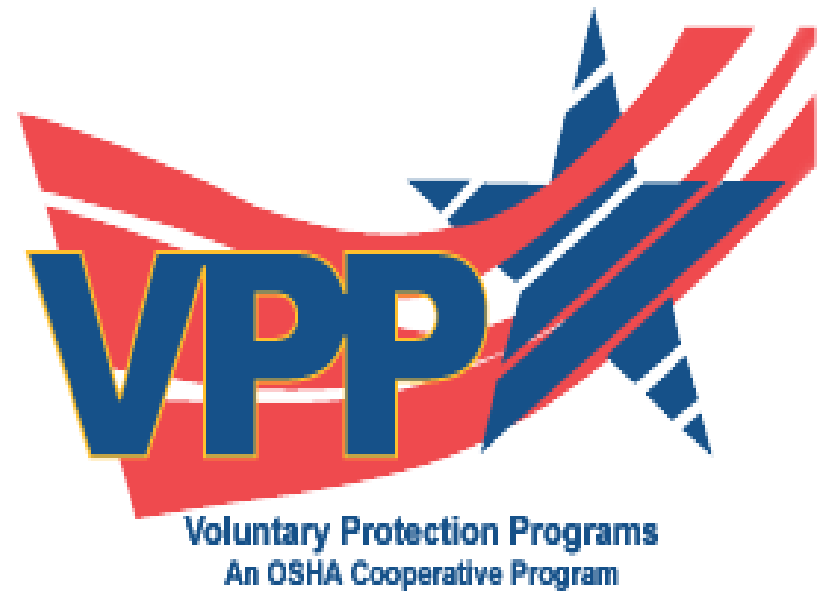
- State the background information on the VPP
- Outline VPP Star and Merit Programs
- Discuss VPP benefits and current statistics
- Familiarization of current participants in VPP
- Define the 4 parts of the VPP process.





VPP Background

- In 1982, the Occupational Safety and Health Administration (OSHA) developed VPP to recognize and promote effective worksite-based safety and health management systems.





VPP Background

- Preventable injuries and illnesses cost the DoD an estimated \$10 to \$21 billion annually, according to the National Safety Council.
- “World Class Organizations don’t accept preventable accidents” (Secretary of Defense, 2001).





Star and Merit Recognition Programs

- VPP Star Site

- Highest level of recognition
- All VPP requirements met
- Key program requirements in effect at least one year
- Rates below the national average.



Star Worksite Flag

- VPP Merit Site

- Elements and sub-elements in place
- Systems may not all be at star quality
- Rates may be above the national average
- Limited to one three-year term.





Keys to Success in VPP Program

- Culture is the key
- Promote safety as a core value in everyday work as compared to a priority
- Create a supportive atmosphere to foster safety as a core value
- Establish a framework rather than a “to do list”
- Determine organizational values which empowers the culture and the core values.





VPP Benefits

- The average VPP worksite has a Days Away, Restricted or Transferred (DART) case rate 52% below the average for its industry.
- Fewer injuries and illnesses mean greater cost savings as worker's compensation premiums and other costs plummet.
 - Lower worker's compensation costs (20+%/yr)
 - Positive Return on Investment (ROI) (150+%)





VPP Statistics

Growth of VPP

Federal and State as of 8.31.06



Source: OSHA, Office of Partnership & Recognition





Current Federal VPP Star Participants

- Tobyhanna Army Depot (1999)
- National Aeronautics & Space Administration (NASA)
- Portsmouth Naval Shipyard (2005)
- National Security Agency (NSA) Manufacturing Technology Solutions Office (MTSO), in partnership with National Semiconductor (2005)
- Norfolk Naval Shipyard (2006)
- Puget Sound Naval Shipyard & Intermediate Maintenance Facility (2006)
- United States Postal Service
- Self-managed “e-VPP” Department of Energy.





VPP CX Support of DoD

- The DoD VPP CX supports over forty VPP pilot sites from various agencies within the DoD.
 - Army
 - Marines
 - Navy
 - Air Force
 - Defense Logistics Agency (DLA).
- The DoD VPP CX will:
 - Develop detailed action plan through on site assessment
 - Mentor sites through the four main VPP elements and on to Star recognition.





VPP Process

- VPP is a process, a culture, not an inspection.
- There are 4 main elements to this process:
 - Management Leadership and Employee Involvement
 - Work Site Analysis
 - Hazard Prevention and Control
 - Safety and Health Training.



Management Leadership and Employee Involvement





Management Leadership

- Managers must provide visible leadership by:
 - Establishing clear lines of communication for safety and health policies
 - Creating an environment that allows for reasonable employee access to top site management
 - Setting example of safe and healthful behavior
 - Ensuring all workers, including contractors are provided equally high quality safety and health protection
 - Clearly defining responsibilities in writing.





Management Leadership

- Demonstrate leadership by establishing solid communication throughout the organization in all aspects
- Established goals and objectives for meeting the goals.





Employee Involvement

- The site culture must enable and encourage effective employee involvement in at least four meaningful ways:
 - Participation in committees, audits, investigations, etc.
 - Receive feedback from suggestions, hazard reports, etc.
 - Must be notified of VPP site participation and rights to report hazards
 - Demonstrate understanding of basic principles of VPP.





Contract Workers

- VPP site contractor programs must include a documented oversight and management system that ensures the contractor's site employees are provided effective protection.
- VPP sites are expected to encourage contractors to develop effective safety and health program management systems.





Contract Workers

- Provisions to monitor contractor adherence to site safety and health rules follow:
 - Worksite safety
 - Health rules
 - Procedures.
- Must include provisions for removing contractor employees from site for violations.



Work Site Analysis





Work Site Analysis

- Worksite analysis includes the following systems and methods:
 - Baseline Safety/Health Hazard Analyses
 - Hazard Analysis
 - Pre-use Analysis
 - Documenting and Use of Hazard Analyses
 - Routine Inspections
 - Employee Hazard Reporting System
 - Industrial Hygiene
 - Accident/Incident Investigations
 - Trend Analysis.





Hazard Analysis

- The site must perform analysis of safety and health hazards associated with:
 - Routine jobs and processes
 - New tasks
 - Significant changes
 - Non-Routine tasks.
- A baseline hazard analysis should be conducted to identify and control common hazards in the entire worksite for comparison to future levels.





Documentation of Hazard & Pre-Use Analyses

- Analysis documentation should:
 - Consider both health and safety issues
 - Include analysis dates
 - Be used in job training and future modifications/planning
 - Be updated as changes are made that invalidate initial analysis.
- Analysis documentation must identify:
 - Process step(s) being analyzed
 - Hazard controls in place
 - Recommendations for additional controls
 - Responsible parties.





Routine Self-Inspections

- The site must have a system for conducting routine self inspections. The system must:
 - Include written procedures/guidance
 - Use qualified personnel to conduct inspections
 - Results in documentations of findings and track the hazard elimination or control to completion.





Industrial Hygiene Program

- The Industrial Hygiene (IH) program must address:
 - When IH surveys beyond the baseline analysis are required
 - Sampling protocols and methods
 - Comparison of results to OSHA Permissible Exposure Limit (PEL), Threshold Value Limit (TLV), or self-imposed standards
 - Methods to communicate results to employees and management
 - Use of results to determine selection of controls and to determine if controls are adequate.





Accident/Incident Investigations

- The site must investigate all accidents & near misses.
- The investigation must:
 - Be conducted by trained personnel
 - Identify all contributing factors
 - Identify failures of the safety and health management system and recommend improvements.





Trend Analysis

- Used to determine trends to:
 - Direct resources
 - Prioritize hazard controls
 - Modify goals, objectives and training.
- Must include information from:
 - Injury/illness history
 - Hazards identified during inspections
 - Employee reports of hazards
 - Accident investigations
 - Other means.
- Must share results with management and employees.



Hazard Prevention and Control





Hazard Controls

- The site must have adequate access to certified safety professionals (CSP), certified industrial hygienists (CIH), etc.
- Site hazards identified during the hazard analysis process must be eliminated or controlled by developing and implementing the systems discussed in this section.
- The hazard controls must be understood and followed by affected parties, and appropriate to the hazard and size of the worksite.





Hazard Elimination or Controls

- The following hierarchy should be used in selecting actions to eliminate or control hazards:





Preventive Maintenance System

- The system must be in written form, and document the monitoring and maintenance of workplace equipment such as:
 - Preventive and predictive maintenance, to prevent equipment from becoming hazardous.





Occupational Health Care Program

- Program must include:
 - Use of licensed health care professionals to assess employee health status for prevention of and early recognition and treatment of injury and illness
 - Pre-employment physicals, routine periodic monitoring, i.e., audiograms, lung function tests
 - Access to certified first aid and CPR providers, physician care, and emergency medical care for all shifts within a reasonable time and distance.





Disciplinary System

- Disciplinary System:

- Must be in written form
- Clearly communicated and equitably enforced
- Include procedures for disciplinary action or reorientation of managers, supervisors, and non-supervisory employees who:
 - Break or disregard safety and health rules, safety work practices, proper material handling, or emergency procedures.





Emergency Procedures

- Emergency procedures must be developed for all shifts
- Must be written and communicated to **ALL**
- List requirements for PPE, first aid, medical care, emergency egress
- Include provisions for emergency telephone numbers, exit routes
- Include training drills such as annual evacuation drills, at a minimum
- Must be critiqued and include recommendations for improvement.



Safety and Health Training





Safety and Health Training

- Managers, supervisors, and non-supervisory employees including contractors:
 - Must be made aware of hazards
 - Must hold employees accountable for participation and involvement in VPP
 - Must receive training on:
 - Recognizing hazardous conditions
 - Signs and symptoms of workplace-related illnesses.





Safety and Health Training

- Job specific training is required for employees who conduct:
 - Hazard analyses
 - Self-inspections
 - Accident/incident investigations
 - Job hazard analyses, etc.





Safety and Health Training

- Minimum Requirements for new employee training:
 - Hazards at the site
 - Protective measures
 - Emergency evacuation
 - Employee rights under OSHA
 - VPP.





Summary

In this section you learned about:

- Background information on VPP
- VPP Star and VPP Merit Program Qualifications
- VPP benefits and current statistics
- Current participants in VPP
- The four elements of the VPP Process.





References

- For more information please refer to the following sites:

<http://www.vppcx.org>

<http://www.osha.gov/>

<http://www.vpppa.org/>

